

INSTRUCTIONS

Use this checklist to ensure your manuscript will be accepted by Support Services.
Check each item when task has been completed, or annotate N/A for items not applicable.
Complete and include this checklist in the publications package (red folder) submitted to Support Services.
Use the samples on the MEPNET, Support Services page, as templates.

MANUSCRIPT NUMBER AND TITLE: _____

PRIMARY PROPONENT AND EXT.: _____

SECONDARY PROPONENT AND EXT.: _____

SECTION I - REQUIREMENTS**1. PRE-EDIT MEETING**

_____ Met with Support Services for publications requirements on _____

2. OVERALL FORMAT

_____ Margins. 1" right and left and .5" top and bottom.

_____ Tabs : Set default tab stop at 0.2". (Set tabs before typing text.)

_____ Text: Justified.

_____ Font: Normal, Times New Roman, 11.

_____ New page: Start a new page for each chapter, appendix, glossary, and index.

3. PAGE HEADERS AND FOOTERS**a. Headers**

_____ Manuscript number right justified on each page.

b. Footers

_____ Page numbers centered and numbered consecutively within its division (i.e., chapters (1-1, 1-2), appendix (A-1, A-2), glossary (Glossary-1, Glossary-2), index (Index-1, Index-2)).

_____ Manuscript has no chapters; pages numbered consecutively, started with page 2.

_____ Lowercase Roman numerals used on title pages. (First page of title page not numbered.)

_____ Current software's automatic page numbering feature used.

4. SUMMARY OF CHANGES PAGE (for revisions only)

_____ Summary of changes page before the title page.

_____ Publication number right justified in the header on each page.

_____ Publication number, title, date information left justified.

_____ Bullet statements used for major changes.

_____ Reference paragraphs (in parentheses) at the end of the bullet for each major change.

_____ Page 1 of the summary of changes page not numbered (following pages are numbered consecutively (e.g. Summary-2, Summary-3)).

5. TITLE PAGE

_____ Agency heading centered and in uppercase letter.

_____ Publication type is correct (i.e., regulation, pamphlet).

_____ The word "Effective: boldfaced and centered (for regulations only). (Support Services will enter effective date.)

_____ Publication series title in uppercase and lowercase letters, boldfaced, and centered.

_____ Publication title in uppercase letters and boldfaced.

6. AUTHENTICATION BLOCK

_____ "FOR THE COMMANDER:" (left justified).

_____ "OFFICIAL:" (left justified).

_____ Approval authority's signature block (set tab for signature block at 3.25").

_____ Signature authority's signature block (left justified).

_____ "DISTRIBUTION" and letter code (decided at pre-edit meeting) left justified.

7. REQUIRED TITLE PAGE PARAGRAPHS

_____ Summary. Title boldfaced.

_____ Applicability. Title boldfaced.

_____ Supplementation (required for regulations). Title boldfaced.

_____ Suggested improvements. Title boldfaced.

_____ Management control process (required for regulations). Title boldfaced.

8. TABLE OF CONTENTS

_____ Chapter number and title (for pubs with chap divisions), in bold.

_____ Paragraph title, number, and page.

_____ List of tables and figures (optional).

_____ Glossary.

_____ Index (if used).

_____ Subsequent content pages include "paragraph and page" headings.

9. SUPERSESSION NOTICE

_____ If applicable, on the title page, place an asterisk (*) before the manuscript number in the title page header and before the supersession notice at the bottom of the title page.

_____ Supersession notice, if needed, at the bottom of the title page.

_____ Superseded and rescinded publications (or parts of a publication) and obsolete and replaced forms are listed, as appropriate.

10. BODY OF MANUSCRIPT

a. Required body paragraphs (first paragraphs, in order, of the publication)

_____ **Purpose.** Summarizes the reason for the publication.

_____ **References.** Standard statement.

_____ **Abbreviations and terms.** Standard statement.

_____ **Responsibilities (for regulations only).** Establishes responsibilities.

b. Division, table, and figure format requirements

- _____ Divisions as required, properly formatted.
- _____ Subparagraphs do not exceed the third indentation.
- _____ Tables and figures are numbered and referenced correctly in the body.

11. REFERENCES**a. Body**

- _____ Internal and external references are accurate and current.
- _____ Titles of referenced publications and forms are shown in parentheses the first time used; thereafter, only publication or form numbers used.
- _____ Appendixes are correctly referenced in the body.
- _____ Figures and tables are correctly referenced in the body.
- _____ MEPNET references are complete. If using MEPNET reference to provide day-to-day business practices/guidance, include a statement that instructs how updates to the guidance will be announced.)

b. Appendix A

- _____ References are accurate and current.
- _____ All six sections of appendix A are listed; if no entries for a section, write, "None."
- _____ References are listed in alphabetical order within each section.
- _____ Paragraphs cited for required publications.
- _____ Paragraphs cited for required and prescribed forms.
- _____ Paragraphs cited for prescribed USMEPCOM publications.
- _____ Paragraphs cited for required record numbers.

12. STYLE

- _____ Used required command language for this type of manuscript (e.g., regulation, pamphlet).
- _____ Used active voice.
- _____ Used clear and simple language.
- _____ Avoided using jargon.
- _____ Included only permanent information in the manuscript.
- _____ Used neutral language.
- _____ Used the Government Printing Office (GOP) Style Manual (<http://www.gpoaccess.gov/stylemanual/browse.html>) for capitalization and grammar rules.

13. USMEPCOM FORMS

- _____ USMEPCOM forms (new or revised) have been coordinated with the Command Forms Management Officer.
- _____ USMEPCOM forms used in USMIRS have been coordinated with the Command Forms Management Officer and J-6/MIT.
- _____ USMEPCOM forms requesting personal information contain a Privacy Act Statement.

14. USMEPCOM REQUIRED RECORDKEEPING

- _____ Required recordkeeping instructions included with required record number (in body) and disposition (in appendix A, section VI).

15. GLOSSARY

- _____ Acronyms are established the first time used, thereafter, only the acronym is used.
- _____ Listed acronyms are current and used in the body.
- _____ Listed terms are correct and used in the body.
- _____ USMEPCOM-unique acronyms and terms are identified by an asterisk in the glossary and in a footnote on the glossary page.

16. INDEX

- _____ Optional. Format is correct as prescribed in DA Pam 25-40.

SECTION II - COORDINATION**17. COORDINATION**

- _____ Coordination complete.
- _____ Nonconcurrences resolved before submitting manuscript package to Support Services.

SECTION III -SUBMISSION**18. PUBLICATIONS PACKAGE**

Publications package includes:

- _____ Red folder.
- _____ USMEPCOM Form 25-34-1 completed and attached on the inside left of the red folder.
- _____ Signed action memo to Chief of Staff for manuscript approval.
- _____ Manuscript under tab A.
- _____ Coordination under tab B. (If needed, add additional tabs alphabetically).
- _____ Manuscript on diskette/compact disk. (Placed on left-hand side of folder).

SECTION IV - ACCEPTED FOR EDITING

_____ *Package Accepted (to be completed by Support Services personnel).*

_____ *Reviewed by:* _____

Date: _____